



5 step compliance pack:

For India's Digital Personal Data Protection Act, 2023

BTG Advaya's data privacy offering enables your organisation to get up to speed with data privacy compliance quickly and efficiently.

We help you understand the What, the Who, and handhold you with the How.

The What: The Digital Personal Data Protection Act, 2023 ("Act" or "DPDP Act, 2023") notified on August 11, 2023, and operationalised by way of the Digital Personal Data Protection Act, 2025, ("Rules") on November 13, 2025. The Rules provide an 18-month timeline for organisations to comply with the substantive provisions of the Act..

The Who: The Act applies to all processing of digital personal data that occurs: (a) within India; and (b) outside India in relation to any activity relating to the offering of goods or services to data principals in India.

The How: BTG Advaya's "5 Step Compliance Pack" will assist you in compliance with the DPDP Act, 2023.

Description		Scope of Work and Deliverables	
Step 1	Workshop/ Teams Call	An hour-long call between BTG Advaya and your team to determine the manner in your business operations and policies can be modified for compliance with the Act. We will take you through a presentation on the DPDP Act, 2023, its main driving dynamics, and explain how the obligations and requirements under the DPDP Act, 2023 apply to you.	
Step 2	DPDB Questionnaire	BTG Advaya will send you a bespoke Questionnaire on the DPDP Act, 2023 , that you can complete to gauge your current level of compliance. This questionnaire can be in word or excel, and detailed or multiple-choice, as per your preference.	
Step 3	Gap Analysis	BTG Advaya will conduct a Document Based Gap Analysis Exercise based on the Questionnaire responses, and present you with a 'Red Flag' summary of our findings. We will also incorporate the findings from your GDPR compliance DPIAs/ROPAs, as appropriate.	
Step 4	Punch List	BTG Advaya will create a " Remedial Action Punch List " basis the gap analysis, and addressing areas of compliance on a risk based system.	
Step 5	Remedial Actions	Internal Data Policies and SOPs	Based on the Punch List, reviewing and amending: • Employee Privacy Policy. • Website Terms of Service, Privacy Policy, Cookie Policy, etc. • Notice and Consent Forms. • SOP for handling data principal rights requests. • Grievance Redressal Policies and Mechanisms. • Reporting Protocol for cyber security and data breaches. • SOP for handling specific data processing activities (e.g., Law Enforcement Agency requests, processing of children's data, etc.).
		Data Retention	Reviewing and amending: • Data Retention Policies. • Data Purging Policies.
		Contracts	Reviewing and amending: • Data Protection Clauses in Employee Agreements/ Handbooks. • Contracts with sub-processors (vetting and/or drafting).
		International Data Transfers	• Assessment of scope of data transfer from or to overseas jurisdictions. • Drafting or reviewing Your current Data Protection Agreements (DPAs).
		Training	• Assisting You in preparing training materials for employees.

Note: If Your organisation is GDPR-compliant already, you may be covering one or more of the tasks discussed here. BTG Advaya can review your GDPR ROPAs, DPIAs, etc., and work to address any gaps/ differences between GDPR and Indian data privacy law (data localisation, local DPO, etc.).



About BTG Advaya

BTG Advaya is a transactional law firm with best-of-breed technical expertise, a culture of innovation and teamwork, and an unrelenting commitment to excellence.

Our team comprises 12 partners and 50+ lawyers across three (3) offices in Mumbai, New Delhi, and Bangalore. Our lawyers have worked at established Indian and international law firms as well as in-house in large conglomerates and bring immense depth and experience to the team.

BTG Advaya provides expert advice tailored to our clients' business needs in a form that is simple, direct, and solution-oriented. The Firm works on each mandate with the highest professional standards, bringing strong technical expertise and a clear-thinking commercial approach, while maintaining transparency at all times in our professional relationships.

www.btgadvaya.com

Our Data Privacy Experience

Our team of data lawyers have extensive experience supporting Indian and foreign clients on privacy and data protection issues. Our work has ranged from long term secondment support, drafting policies and localizing terms, policy and advocacy support, to support on contractual provisions relating to privacy, evaluating the data privacy implications of new business products, and quick-response mandates for data breaches and law enforcement requests.



Our Firm's Data Privacy credentials are available here

Complying with India's new Privacy Law

India has adopted the **Digital Personal Data Protection Act, 2023** (DPDPA), and the Ministry of Electronics and Information Technology is preparing to start enforcement shortly. This law will have a significant impact on the data processing activities of all entities that collect personal data from individuals in India. It is now crucial for companies operating in India to assess their current practices, identify any deficiencies, and make necessary changes to ensure they adhere to the DPDPA's compliance requirements.



You can access our dedicated data privacy microsite here

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For more information about **BTG Advaya**, the partners and their qualifications, see www.btgadvaya.com

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